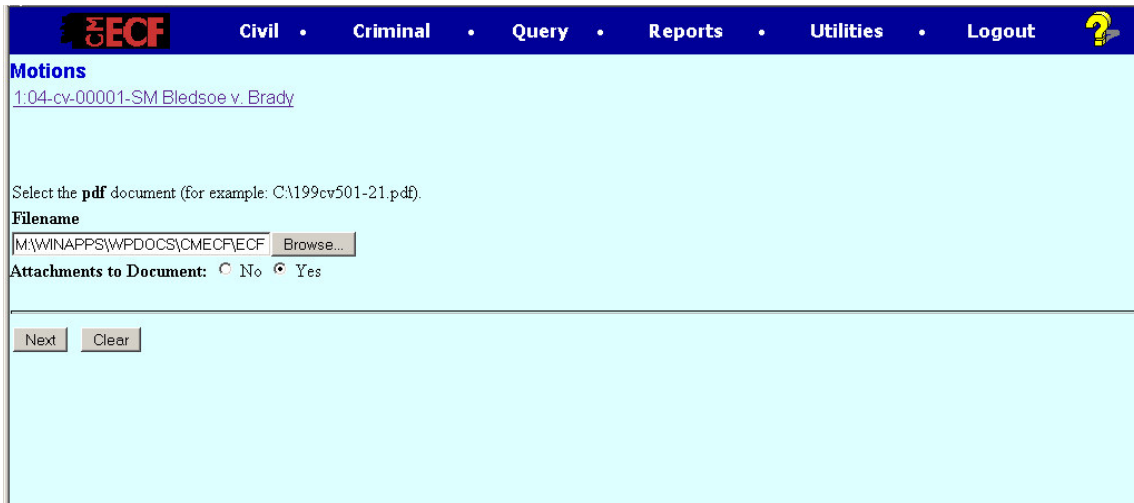


PROPER METHOD OF ATTACHING EXHIBITS TO PLEADINGS IN ECF

Section 2.5(a) of the Administrative Procedures for Electronic Case Filing (ECF) requires that each exhibit to a motion or other pleading (i.e. “main document”) must be filed as a separate attachment to the main document and be individually numbered/lettered.

In order to fully utilize the advantages of ECF, it is strongly recommended that the filer enter exhibits as described below. For demonstration purposes, assume the filer is submitting a motion for summary judgment, an accompanying memorandum of law, and three exhibits including an affidavit that itself has two subexhibits and one exhibit (a video) that must be filed conventionally.

First, you would attach the motion for summary judgment at the browse screen shown in Figure 1, click the “Yes” radio button, and then you would click on “Next”.



ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions
[1:04-cv-00001-SM Bledsoe v. Brady](#)

Select the **pdf** document (for example: CM199cv501-21.pdf).

Filename
M:\WINAPPS\WPDOCS\CMECF\ECF

Attachments to Document: ☐ No ☒ Yes

Figure 1

The next screen (Figure 2) is used to attach all of the remaining documents to this submission. Pursuant to AP 2.3(e), your first attachment should be the memorandum of law in support of the motion for summary judgment. After attaching the memorandum of law at the browse screen as shown in Figure 2, you would select “Memorandum of Law” from the “Type” drop down menu and would enter nothing in the “Description” field unless needed to better describe the memorandum of law. After completing the “Type” and “Description” if necessary, you would click on “Add to List” to complete the attachment of the Memorandum of Law.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions
[1:04-cv-00001-SM Bledsoe v. Brady](#)

Select one or more attachments.
 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
Memorandum of Law	<input type="text"/>
Appendix	
Attachment to Exhibit	
Civil Cover Sheet	
Exhibit	
Exhibit (Affidavit)	
Memorandum of Law	
Proposed Order	
Summons/Waiver	
Next	

list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Figure 2

Next you would need to attach the three exhibits, including the affidavit that itself has two subexhibits. In our example, Exhibit 1 is a contract, Exhibit 2 is the affidavit having two subexhibits (which are both letters addressed to the affiant), and Exhibit 3 is a video that must be filed conventionally.

After attaching the contract at the browse screen as shown in Figure 3, you would select “Exhibit” from the “Type” drop down menu and would enter the number “1” in the “Description” field (while not recommended and unnecessary, you could also further describe the exhibit in the description field as follows: “1—Contract”). Once completed, click on “Add to List.”

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions
[1:04-cv-00001-SM Bledsoe v. Brady](#)

Select one or more attachments.
 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
Exhibit	1

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

MOL in Support of Motion for SJ.pdf	<input type="button" value="Add to List"/>
	<input type="button" value="Remove from List"/>

Figure 3

Next you would attach the affidavit and its two subexhibits. After attaching the affidavit at the browse screen as shown in Figure 4, you would select “Exhibit (Affidavit)” from the “Type” drop

down menu and would enter the number “2-Affidavit of Ted Johnson” in the “Description” field. Once completed, click on “Add to List.”

The screenshot shows the ECF Motions interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. Below the bar, the page title is "Motions" and the case number is "1:04-cv-00001-SM Bledsoe v. Brady". The main content area has the heading "Select one or more attachments." followed by instructions: "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)." Below this is a "Filename" field containing "M:\WINAPPS\WPDOCS\CMECF\ECF" and a "Browse..." button. Step 2 instructions are: "2) At your option, select a document type and/or enter a description." Below this is a table with two columns: "Type" and "Description". The "Type" column has a dropdown menu currently showing "Exhibit (Affidavit)". The "Description" column has a text field containing "2-Ted Johnson". Step 3 instructions are: "3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button." Below the instructions is a list box containing "MOL in Support of Motion for SJ.pdf" and "Contract.pdf". To the right of the list box are two buttons: "Add to List" and "Remove from List". At the bottom left is a "Next" button.

Figure 4

Now you would attach the two subexhibits (two letters) to the affidavit. After attaching the first letter at the browse screen as shown in Figure 5, you would select “Attachment to Exhibit” from the “Type” drop down menu and would enter the number “2-A” in the “Description” field. Once completed, click on “Add to List.”

The screenshot shows the ECF Motions interface, similar to Figure 4. The "Type" dropdown menu now shows "Attachment to Exhibit". The "Description" text field now contains "2-A". The list box below still contains "MOL in Support of Motion for SJ.pdf" and "Contract.pdf", but it has added "Affidavit.pdf" at the bottom. The "Add to List" and "Remove from List" buttons are still present to the right of the list box. The "Next" button is at the bottom left.

Figure 5

Next you would attach the second subexhibit (i.e. second letter) to the affidavit. You would attach in the same manner as used for the first letter, except after selecting “Attachment to Exhibit” from the “Type” drop down menu, you would enter the number “2-B” in the “Description” field. Once completed, click on “Add to List.”

Finally you would attach the third exhibit, which is a video that must be filed conventionally. After attaching the “Notice of Conventional Filing” at the browse screen as shown in Figure 6, you would select “Exhibit” from the “Type” drop down menu and would enter the number “3- Notice of Conventional Filing” in the “Description” field. Once completed, click on “Add to List.” As this is our last attachment, you would also click on “Next” to continue the electronic filing process.

Figure 6

After the pleading is electronically filed, persons attempting to access the pleading will see the screen shown in Figure 7. Note that by entering exhibits using the suggested method, ECF creates a usable and understandable table of contents for users.

Part	Description	pages
1	Main Document	2 pages
2	Memorandum of Law	2 pages
3	Exhibit 1	2 pages
4	Exhibit (Affidavit) 2-Ted Johnson	2 pages
5	Attachment to Exhibit 2-A	2 pages
6	Attachment to Exhibit 2-B	2 pages
7	Exhibit 3-Notice of Conventional Filing	2 pages

Figure 7